

GEORGIA INSTITUTE OF TECHNOLOGY OUTSTANDING UNDERGRADUATE ACADEMIC ADVISING AWARDS

Presented annually to one staff and one faculty member who have rendered outstanding performance in undergraduate academic advising.

Award amount: \$2,000 each

Number of awards: **1-Outstanding Undergraduate Academic Advisor-Primary Role** (*academic faculty or staff whose primary role is advising*)

1-Outstanding Undergraduate Academic Advisor-Faculty Advisor (*academic or research faculty who have a significant advising responsibility but also have significant responsibility in teaching and/or research*)

Award Conditions:

1. Nominations are limited to permanent employees with at least two years of service. The staff award is to recognize a staff or faculty member whose primary role is to advise undergraduates. The faculty award is to recognize a faculty member who has significant responsibilities in advising undergraduates and in teaching and/or research. Previous award winners are eligible for nomination three years after receipt of the award. No more than one award per year will be given within any single unit/school.
2. **Support documentation should include:**
 - a. **Cover Page (see attached)**
 - b. **Letter from nominator**
 - c. **Letter from supervisor (if the supervisor is not nominator)**
 - d. **Letters from students (5 maximum, must be submitted in letter format, not as an assemblage of emails or email excerpts)**
 - e. **Optional extras: advising web site URL's, letters from alumni (2 maximum), etc.**
3. One copy of the complete nomination package should be submitted as a .pdf file to advising@gatech.edu by Friday, 27 January 2017, at 5:00.
4. A committee of advisors from each college, including previous award winners and the academic advising manager will select the winners.
5. Awards will be presented at the Faculty/Staff Honors Luncheon, 21 April 2017.

Criteria: Evidence of an outstanding faculty or staff academic advisor may include, but is not limited to, the qualities listed below:

1. Availability to advisees; strong interpersonal skills; caring, helpful attitude toward advisees
2. Use and dissemination of appropriate information sources; appropriate referral activity
3. Mastery of institutional regulations, policies, and procedures
4. Evidence of student success (e.g. specific interventions, overall student retention/graduation rates, compelling cases)
5. Monitoring of student progress toward academic and career goals
6. Ability to engage in, promote, and support developmental advising

Academic advising consists of

- orientation advising
- major exploration
- regular registration advising
- academic support advising during semester (e.g. midterm advising)
- advising programs for students at risk (e.g. warning, probation, return from dismissal)
- graduation advising (degree certification)
- career mentoring advising

2016 OUTSTANDING U/G ACADEMIC ADVISOR NOMINATION

Nominee:

Title:

Department/Unit:

Years in Unit/School:

Nominee's Supervisor:

Nominator:

(if different from Supervisor)